

ICR Submittal/Update Process

Note: You must be a registered MUGSy user to use this process. See the MUGSy home page or the MUGSy team for directions on registering as a MUGSy user.

1. A CCS team member enters the ICR into MUGSy.
 - From the MUGSy Home Page (<http://v2ms04.gsfc.nasa.gov:8080/>), under Change Requests, select "Submit".
 - Enter your User Name and Password. Note: This is case sensitive.
 - From the list under "Select Function Applicable to CR", select "Generic Product List".
 - Fill in the form as noted in the example in the Attachment.
 - After completing the form, at the top of the form, select "Insert".
2. The Release Manager either assigns the ICR, rejects it, or identifies it as a duplicate ICR.
3. The Release Manager updates the information in MUGSy.
 - From the MUGSy Home Page (<http://v2ms04.gsfc.nasa.gov:8080/>), under Change Requests, select "Find/Update".
 - Enter your User Name and Password. Note: This is case sensitive.
 - On the form, identify the ICR number that is to be updated in the CR No. field. Then, at the top of the form, select "Find".
 - The "Summary of Changes" page appears with a one line summary of the ICR. To open the ICR, click on any part of the one line summary
 - On the next form, update the Status field to "Assigned", "Rejected", or "Duplicated", the Assignee field to the developer assigned to the ICR. The Release Manager also updates the Priority field to another priority if necessary and verifies the other ICR information.
 - When all of the updates are completed, at the top of the form, select "Update".
4. The developer analyzes, fixes, and tests the fix on the DevLan.
5. Once the fix has been tested by the developer on the DevLan, the Team Lead and the Developer update the information in MUGSy.
 - From the MUGSy Home Page (<http://v2ms04.gsfc.nasa.gov:8080/>), under Change Requests, select "Find/Update".
 - Enter your User Name and Password.
 - On the form, identify the ICR number that is to be updated in the CR No. field. At the top of the form, select "Find".
 - The "Summary of Changes" page appears with a one line summary of the ICR. To open the ICR, click on any part of the one line summary

- On the next form, the Team Lead updates the Status field to "Upgrade Complete". The Developer updates the long description field with the explanation of the analysis and the fix.
 - When all of the updates are completed, at the top of the form, select "Update".
6. The developer and the test team validate the fix on the Integration string.
 7. Once the fix has been validated, the Test Team updates the information in MUGSy.
 - From the MUGSy Home Page (<http://v2ms04.gsfc.nasa.gov:8080/>), under Change Requests, select "Find/Update".
 - Enter your User Name and Password.
 - On the form, identify the ICR number that is to be updated in the CR No. field. At the top of the form, select "Find".
 - The "Summary of Changes" page appears with a one line summary of the ICR. To open the ICR, click on any part of the one line summary
 - On the next form, the Test Team updates the Status field to "Test Complete" and the Test Result field to "Pass".
 - When all of the updates are completed, at the top of the form, select "Update".
 8. The Test Team and MUGSy notify the Release Manager that the fix has been validated.
 9. The Release Manager updates the information in MUGSy.
 - From the MUGSy Home Page (<http://v2ms04.gsfc.nasa.gov:8080/>), under Change Requests, select "Find/Update".
 - Enter your User Name and Password.
 - On the form, identify the ICR number that is to be updated in the CR No. field. At the top of the form, select "Find".
 - The "Summary of Changes" page appears with a one line summary of the ICR. To open the ICR, click on any part of the one line summary
 - On the next form, the Release Manager updates the Status field to "Closed" and enters the date into the Closed field.
 - When all of the updates are completed, at the top of the form, select "Update".

Attachment

Insert Change Request

Insert Reset

Type: Problem

Due:

Product: CCS - Generic Release 2.1 Product

Phase Identified: Integration Test

Rel. Identified: CCS - 2.1

Approval Level: ICR

Status: Reported

Priority: Low

Summary: Sample Release 2.1 ICR

This is a statement of the problem. For example: The ICR closure
process needs to be documented